



Missouri Department of Higher Education and Workforce Development

FREQUENTLY ASKED QUESTIONS (FAQs) ABOUT...

OWD Issuance 11-2019: Records Retention Policy

(Issued: December 06, 2020)

Last updated: February 2021

- Q:** Where do WDBs send a written request to destroy records?
- A:** WDBs must request written permission from OWD to destroy records; this written request must be submitted to DHEWDFinancial-HelpDesk@DHEWD.mo.gov. Additional information can be found in the most recent OWD Financial Manual located [here](#).

Last updated: May 2020

- Q:** How long should a WDB hold on to monitoring records?
- A:** As a general rule, records must be retained for 3 years from the submission from the final expenditure report. However, for all exceptions listed in the issuance, including monitoring records, WDBs should maintain records for 5 years.

Please direct all questions or comments regarding the Issuance or this FAQ document to dwdpolicy@dhewd.mo.gov. All active Issuances are available at jobs.mo.gov/dwdissuances. Expired/rescinded Issuances are available on request.

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